

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 32-4001

AIR FORCE MATERIEL COMMAND

Supplement 1

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Civil Engineer

**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Civil Engineer Readiness division/flight staffs will provide requirements related to AFI 32-4001 in appropriate base supplements and plans. For the purpose of this supplement, Readiness flights, branches, and divisions are synonymous. Coordinate documents containing specific directives with HQ AFMC/CEP prior to publishing. This supplement aligns the AFMC supplement with the Air Force instruction. It establishes current AFMC nuclear/biological/chemical (NBC) warfare defense training procedures, hazardous material (HAZMAT) emergency response training, equipment deployment procedures for chemical/biological (CB) warfare hazard areas, mask fit testing procedures, and reporting instructions for the quarterly disaster preparedness (DP) mission capability report and monthly AFMC Readiness Quality Performance Indicator report. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

Revisions include changing the date of the basic instruction. Readiness Training Packages (RTPs) have been identified to insure NBC training requirements cover the complete spectrum of NBC operations and mask confidence training will be required to be accomplished on a three year cycle. Mask confidence chambers will be used for refresher training to enhance mask fit testing and emphasize the need for proper operator and preventive maintenance. Field training sessions will be conducted to evaluate Unit Specialty Training effectiveness (formally called Task Qualification Training), Mission-Oriented Protective Posture (MOPP) responses, and Contamination Control Area (CCA) procedures and operations. A minimum training standard has also been identified for all Disaster Response Group members.

AFI 32-4001, 1 May 1998, is supplemented as follows:

1.8. HQ AFMC/CE is responsible for the command DP program. HQ AFMC/CEPR, Readiness branch staff personnel perform functional and resource management duties.

1.9.1.1. SA-ALC/AF is the OPR for this issue.

1.9.1.2. AFMC/LG/SG are the OPRs for this issue.

1.9.1.3. 311 HSW/YAC is the OPR for this issue.

1.9.1.4. 311 HSW/IERA is the OPR for this issue.

1.11.4. The CE Readiness flight will include the Disaster Response Force (DRF) team composition and equipment requirements in their local directives.

1.12.4. Establish a protective shelter program according to AFMAN 32-4005, *Personnel Protection and Attack Actions*, and AFMC WMP-1 and provide for natural disaster protective facilities, as required.

1.12.6. (Added) Utilize assigned individual mobilization augmentees (IMA) in the CE Readiness flight at the grade and skill level in which qualified. The Readiness flight chief should coordinate with the unit reserve coordinator (URC) and/or the base IMA administrator (BIMAA) for assistance in scheduling IMA's annual tour and inactive duty training days (IDT) to ensure they participate in at least one peace-time/wartime exercise annually.

2.2.1. The local base directive/supplement will include operations, administration, training, logistics, planning, and specialized team requirements.

2.2.3. Base Weather Support Plan actions, to include severe weather warnings, alerting procedures, and unit/base populace actions, will be incorporated into Annex B and exercised per AFI 10-229. Each base agency will ensure their portion of this plan is current and accurate. To further consolidate planning effort, each annex in OPlan 32-1 can be expanded to include all emergency/contingency actions required to sustain and recover base operations as a result of natural disasters, sabotage, or major accident (see AFI 10-211, *Contingency Response Planning*). Do not repeat information that appears in the basic plan or other installation plans (i.e., Plan 45, Part 2, *Installation Mission Continuity and Restoration Plan*). Add an Annex X to OPlan 32-1 that references all related base plans.

2.2.4. Checklists will be reviewed annually or upon published change to OPlan.

2.4. Each base will establish a HAZMAT planning and response program designed to meet local requirements.

3.2.1.1. Each AFMC installation will maintain sufficient C-1 bag equipment (as listed in table 3.1) to support TDY and JCS rotational taskings to chemical/biological (CB) threat areas (up to 10 percent of the requirement of current installation UTC taskings). Local procedures should be developed to ensure these assets are provided to non-UTC-tasked units and AEF tasked units as required. All CB equipment should be purchased under PEC 27593 to maintain accountability of CB equipment costs and forecast CB budget requirements. All NBC equipment requirements will be identified and monitored under the Mobility Automated Inventory and Tracking System (MAITS) system. All units will provide requested data to Base Supply for input into the MAITS system.

3.2.3. Radiological teams will be equipped according to DOD 5100.52-M, *Nuclear Weapon Accident Response Procedures (NARP)*.

3.4. The type of vehicle used as the mobile command post (MCP) vehicle will be determined by the CE Readiness chief and be clearly identified with a sign marked "MOBILE COMMAND POST." The MCP may be any type vehicle suitable to mission and environmental needs; however, as a minimum, it must have secure, weather-tight storage for response equipment and be equipped with emergency (flashing)

beacons and a siren as per local laws. It will be afforded emergency vehicle maintenance priorities. The MCP will be equipped with suitable command, control, communication, and information (C3I) systems, including a public address system, to ensure adequate support of Disaster Response Force members. On- and off-base grid maps and local road maps or atlas for the base response area will be maintained. Clear plastic overlays or templates scaled to the grid maps are required for monitoring incidents and marking the disaster cordon. Environmental (weather) monitoring systems and secure communications are also desirable.

4.1. In addition to providing inputs to OPREP 3 reports (rcs: mtc-do(ar) 8601), Readiness flight chiefs will telephonically notify HQ AFMC/CEP, DSN 787-2233, when responding to a major accident or natural disaster. During normal duty hours, between 0700 and 1700 EST, HQ AFMC/CEP will be notified as soon as the response team is dispatched. Notification of responses after normal duty hours will be accomplished telephonically by facsimile (fax), DSN 986-2949, commercial (937) 656-2949. The after duty hours notification will be followed up with a telephone call within the first duty hour of your next duty day to ensure the fax was received and provide updated information.

4.1.1. Meet with local civil authorities (fire, civil preparedness, medical, police, others) each year to review mutual support agreements and notification and response procedures. Mutual support agreements will be developed according to local procedures.

4.2. Readiness flights will identify/recommend requirements for the DRF, in the local base directive/supplement.

4.4. ACC Plan 32-1, CONUS Radiological Accident/Incident Response and Recovery Plan is available on the HQ ACC Web Page (<http://wwwmil.acc.af.mil/index.html>) under Civil Engineer, CEXO. You can also contact HQ ACC/CEX, 129 Andrews Street, Suite 102, Langley AFB VA, 23665-2769, or phone them at DSN 574-4816 to obtain a copy of this plan.

4.9. AFMC battle staff serves as the MAJCOM disaster support group. Installations should request support from other units and/or agencies through their local battle staff. The installation battle staff will request assistance through the HQ AFMC battle staff and all actions will be tracked through both functions. The appropriate HQ AFMC functional manager will obtain required assistance and monitor actions through completion.

4.10.3. Provide information on all US civil authority requests for assistance and update on actions to HQ AFMC/CEP, telephone, DSN 787-2233; fax, DSN 986-2949.

5.3.1. Actual DCG responses may be counted as a MARE exercise provided a situation analysis is completed and a formal report identifying findings with assigned OPRs is published.

5.3.1.6. Notify HQ AFMC/CEPR/PA via message or fax when conducting off-base local exercises. Include a short synopsis of the scenario and POC in the message or fax.

5.3.2. Mobility employment exercises must include a chemical threat and attack. Personnel will don protective equipment and operate in a simulated NBC environment and perform CCA procedures and operations. Scenarios will be tailored to the threat, based on deployment taskings.

6.1.4. (Added) Provide copies of all locally developed training materials to HQ AFMC/CEPR 4225 Logistics Avenue, Suite 7, Wright-Patterson Air Force Base OH 45433-5746.

6.2.1. CE Readiness flights will submit their priority 1 or 2 requirements for continuing education and upgrade training at formal Air Education and Training Command (AETC) courses, to the CE training manager during the annual call (Jul-Sep) each year.

6.4.1. Only personnel maintaining Air Force specialty code (AFSC) 3E9X1/32E3D and civilian graduates of the Air Force Readiness Apprentice course are authorized to teach the courses in table 6.3.

6.4.4.5. (Added) NBC defense refresher training is required annually for all AFMC military personnel assigned to deployable teams identified in AFMC War and Mobilization Plan (WMP) 3 and will be provided to all tenant units as required. Unit Commanders will forecast annual NBC training requirements (which can exceed minimum requirements) for the upcoming year to the Civil Engineer Readiness Flight by the end of August each year. Refresher training will be conducted by CE Readiness personnel and focus on individual proficiency demonstrations, instruction on new equipment, or changes in policy. Initial and refresher training will cover the full spectrum of NBC warfare as listed below.

- NBC Initial – 8 Hours
- RTPs C1-C5, C7, C9, C10-C12, F1, F5-F7, F9, F17, K1, EOR video
 - Demonstration performance of RTPs – mini exercise
 - Donning and doffing – CCA (physically set-up and process)
 - Mask Confidence Training (MCT)
 - Decontamination procedures (video 606038 Wartime Threat/Protective Actions/Procedures)
 - Overview of new equipment i.e. M-90, ALAD, etc.
 - Power point brief from ATSO Guide
- NBC Annual Refresher – 4 hours (add one additional hour for CCA, one additional hour for MCT)
- RTPs C1-C5, C7, C9, C10-C12, F1, F5-F7, F9, F17, K1, EOR video
 - Q and A for knowledge – go over questions that were missed
- Samples of behavior -- proficiency performance
 - Donning and doffing – CCA (physically set-up and process) every three years, minimum
 - Decontamination procedures (video 606038 Wartime Threat/Protective Actions/Procedures)
- MCT every 3 years, minimum
- Overview of new equipment i.e. M-90, ALAD, etc.
 - Power point brief from ATSO Guide

6.4.4.6. (Added) Disaster Control Group members will receive initial training on their assigned team position and base response responsibilities. In addition to the annual show of competency required by the basic AFI 32-4001, which includes participation in an exercise, refresher training will be conducted on a two-year cycle. Tabletop exercises can be used as preparation to full blown exercises but will not be used in place of required exercises. Refresher training will be conducted by CE Readiness personnel and focus on operational compliance, instruction on new equipment, or changes in policy. Initial and refresher training will cover the full spectrum of disaster response requirements including terrorist activities involving chemical and biological agents.

- DCG Training – 4 hours
- RTPs A1, A3, E4, E8, E9, H1, H2, H4, H13, 32-1 Plan requirements, HAZMAT orientation briefing and response procedures, and all reciprocal response agreements with local communities or agencies

6.4.4.7. (Added) Ensure all tenant unit CB and HAZMAT training requirements are clearly identified in an official memorandum of agreement or the appropriate host tenant support agreement.

6.7. Unit commanders will ensure officer and enlisted Specialty Training (formally called task qualification training) includes performing wartime tasks while in the complete GCE. Supervisors will develop training requirements, ensure training is accomplished, and training/proficiency evaluations are documented in a database, OJT records, or a method determined locally. Specialty Training will be evaluated to insure all military personnel are able to operate and survive in a contaminated environment. Functional experts will evaluate specialty training and 3E9X1 or 32E3D Readiness Technicians/Officers will evaluate CCA during Base Phase II exercises.

8.1.3. The CE Readiness flight chief is responsible to coordinate with local and state authorities.

A2.2.22. (Added) Providing standard base grid maps for installation disaster response forces. Other map requirements will be prescribed in local directives.

A2.2.23. (Added) Ensuring 3E9X1 personnel assigned to Disaster Preparedness Support Teams (DPST) are not subject to additional duties or details that could interfere with accomplishment of readiness flight duties. DPST becomes member's primary duty when scheduled for training, exercises or when actual emergencies occur. This policy applies during both peacetime and wartime contingencies.

A2.2.24. (Added) Allocating NBC Defense Training quotas, tracking attendance, providing attendance feedback to units.

A2.2.25. (Added) Providing new senior commanders (center, wing, vice wing, group and deputy group) an introductory briefing on the base DP program. The briefing will include specific DP responsibilities of the person being briefed. Include such information as disaster control group membership, specialized teams, and exercise and training requirements of subordinate units.

A3.1.1.6. (Added) Base OPlan 32-1 and all revisions will be coordinated with HQ AFMC/CEP.

A4.3.6. Submit reports to: HQ AFMC/CEPR 4225 Logistics Avenue, Room A-127, Wright-Patterson Air Force Base OH 45433-5746.

A4.5.9. (Added) Installation commanders will ensure all base agencies maintain records of resources employed during disaster relief operations, to prepare reimbursement requests. This record will be maintained with the Events Log, for future reference.

A4.6.3. Send Base Nuclear Accident Response Capability Reports (rcs: HQ DSWA 191M), to HQ AFMC/CEPR 4225 Logistics Avenue, Room A-127, Wright-Patterson Air Force Base OH 45433-5746. All base capabilities should be included in this report. The CE Readiness branch is responsible for consolidating all base inputs and preparing the command submittal.

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